

SECTION 1

INTRODUCTION

PURPOSE OF MANUAL

This manual is an effort by the Division of Family and Children's Section of Housing and Community Services (HCSS) to clarify program policies and regulations for Designated Recipient Agencies (RAs) and their Outlets (Food Pantries and Soup Kitchens or Homeless Shelters). It is not anticipated that all agencies will operate in exactly the same way. There are a variety of ways to operate acceptable client choice distribution programs and comply with the guidelines established by both HCSS and the United States Department of Agriculture (USDA).

CONTENTS OF MANUAL

The Manual contains information about the rules and regulations, client choice and the reports and forms used in The Emergency Food Assistance Program (TEFAP). The Manual includes a Table of Contents and Terms * Definitions * Acronyms. Each page can be updated by removing a page(s) and inserting the update. The purpose of this style of manual is that each RA and Outlet can use this as a guide to distribute both USDA products and non-USDA products to the low-income citizens of Indiana. Additional help is always available by calling program staff at 317.232.7045 or 1.800.622.4973 or contacting us **electronically** at:

Marsha McGraw's email: mmcgraw@fssa.state.in.us

Dennis DeBruhl's email: ddebruhl@fssa.state.in.us

Fax Number: 317.232.7079

AVAILABILITY OF MANUAL

The TEFAP Policy and Procedures Manual is available through each Distributing Recipient Agency. Each food outlet participating in TEFAP should maintain a Manual at the outlet.

This Manual is available via the following Internet address:

www.in.gov/fssa/families/housing/tefap.html